

Creating a University-Wide Event Planners Community

Sue Porter | *Simon Fraser University*

SESSION DESCRIPTION

Within any university, there are a few folks who do events full-time, some who do event work off the side of their desks and many who sometimes get thrown in to event planning with little or no experience or training. How can we bring all these people together to ensure a community of best practice that represents our universities in their best light and that also provides a culture of support to all event planners, regardless of experience?

In 2019, the Ceremonies and Events department at Simon Fraser University created the On-campus Professional Events Network (OPEN), with the goal to connect staff, faculty and students who plan events with event planning resources and opportunities for networking and development. This group has grown to almost 300 members in the last three years, and has proven invaluable to our community, particularly during the pandemic, for sharing information and resources, as well as commiserating over our challenges, and for working together to ensure campus-wide consistency in the delivery of events.

This session will assess the process involved in bringing together this diverse events community and review the Event Planning toolkit that was developed as a resource for our community, containing not only best practice recommendations, but useable templates for every stage of the event planning process.

SPEAKER BIO



As Senior Associate Director for Simon Fraser University's Ceremonies and Events department for the past 11 years, Sue Porter has managed and produced a variety of award-winning and high-profile events including SFU's 50th Anniversary Campaign Kick-Off, the 50th Anniversary Gala celebration, annual events such as the Indigenous Student's Honouring Feast, the President's Diwali Gala, awards dinners, donor recognition events and government

SESSION DESCRIPTION & SPEAKER BIOS



announcements. Before coming to SFU, Sue worked in theatre production and arts management for more than 15 years and loves to bring her creative flair and artistic sensibilities to her event work.